

FACILITIES MANAGER

Class Definition

Under general direction, plans, organizes and directs the activities of the facilities and property management functions.

Distinguishing Characteristics

Facilities Manager is a divisionhead responsible for the provision of such services as property management, furniture management, security, custodial, maintenance, repair, and improvement services to City facilities. The incumbent exercises independent judgement relating to the performance of the Division's responsibilities. This class is distinguished from Facilities Maintenance Supervisor in that the latter is the first-line supervisory class in which incumbents schedule and supervise the day-to-day work activities of skilled, semi-skilled, and unskilled maintenance and construction employees. This is an unclassified position in which the incumbent serves at the will of the director.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Plans, organizes, and directs the work of subordinate supervisors and administrative staff engaged in a wide range of property management, facility maintenance, repair, improvement, inventory management, accounting and clerical functions.

Selects, trains and evaluates section supervisors and division administrative staff.

Utilizes automated maintenance management and preventive maintenance systems.

Plans, directs, and evaluates safety programs and policies.

Consults with, advises, and makes recommendations to executive staff on matters of facilities/property management.

Prepares the annual budget for the division and controls the expenditures of allotted funds.

Performs other duties as required.

Knowledge, Abilities, and Skills

Knowledge of the principles, practices, and methods of building maintenance, repair, and improvement work including air conditioning, heating, ventilation, electrical, plumbing, roofing, etc.

Knowledge of the principles, practices, and methods used in custodial, site security, and interior furnishings work.

Knowledge of cost accounting and related computer software.

Knowledge of construction project management practices and techniques.

Knowledge of property management (including leases and property contracts) practices and techniques.

Ability to plan, direct, and supervise the work of building maintenance and custodial supervisors, materials handling, and administrative staff.

Ability to read and interpret building plans and specifications and write specifications for building repair and alteration.

Ability to estimate costs for labor and materials for a variety of building maintenance, repair, and improvement projects.

Ability to develop and maintain effective working relationships with City staff and the general public.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in a related field; and three years of supervisory experience in property management, building maintenance or facilities management. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Necessary Special Requirement

Possession of a valid California Driver's License at time of appointment.

APPROVED: _____
Director

DATE: _____